



## **FREEDOM PARK**

### **Temporary Art Project Permit Application Package**

#### **ABOUT THE PUBLIC ART PARK**

On March 27, 2007 Freedom Park by resolution (07-R-0447) was designated as an Atlanta Public Art Park to serve as a venue for the installation of temporary and permanent public art; for the siting of works of sculpture; and for the purpose of introducing the arts to the citizens of the City of Atlanta. Keeping with the spirit of the resolution, the City of Atlanta operates a Temporary Art Project program to exhibit the work of a wide variety of artists to make art accessible to all Atlanta citizens and visitors. A Temporary Art Project ("TAP") is the installation and exhibition of a piece of artwork ("Art") or several artworks in a City-owned park for a limited period of time. In order to participate in the TAP program, the prospective participant must receive a TAP permit which is issued for a period of no more than 12 months.

#### **PERMITTING PROCEDURE AND APPLICATION FOR FREEDOM PARK**

##### ***Where do you begin?***

Artists or groups seeking a permit to exhibit art in Freedom Park are encouraged to visit the Park before submitting their application. Contact the Office of Parks, (404) 817-6744 to verify whether a site for which you propose a work of art is appropriate. Parks may suggest sites which might be more feasible.

##### ***How long will the process take?***

The permit process takes approximately forty-five days to three months from submission of a complete application. Generally the Public Art Permitting Committee will meet quarterly (January, April, July and October). The Office of Cultural Affairs/ Public Art Program Staff (PAP) will advise you of meeting dates. You may apply throughout the year but permits will not be issued prior to the Committee's review.

##### ***What factors are being considered?***

The application must be accompanied by a site plan that takes into account the rules and regulations for the use of the Park and the factors that will affect the installation(s) in the Park. Sculpture in the Park must receive the endorsement of the Office of Parks during the review process. The Public Art Permitting Committee reviews the impact of the art on the park as well as safety and maintenance issues and designates the period by which a permit will be in effect (not to exceed a 12 month period). The final decision on your application is made by the Department of Parks, Recreation and Cultural Affairs (DPRCA). The Department has the power to deny your application at several stages and in some cases the application may not proceed to the permitting committee for review. The Department may also require special items before approving your temporary public art permit.

##### ***Who can answer my question?***

Applicant services are provided by the Office of Cultural Affairs and the Public Art Program staff, located on the 5<sup>th</sup> floor of City Hall East. The Public Art Program staff will advise you on how to keep your application moving smoothly. Business hours are 9:00 am to 5:00 pm, Monday to Friday, except holidays. The address, phone and fax are:

Office of Cultural Affairs  
Public Art Program  
675 Ponce De Leon Ave.  
Atlanta, Georgia 30308  
Phone: (404) 817-6815  
Fax: (404) 873-7201



### **Public Art Permitting Committee for Freedom Park:**

- 1) A permitting committee shall be established for Atlanta's Public Art Park (Freedom Park). The Public Art Permitting Committee's task is to assure that proper maintenance, scheduling and park rules and regulations are enforced.
- 2) The Committee should provide as wide latitude in their view of projects for the park as possible to support the mission and intent of the resolution.
- 3) The Public Art Permitting Committee shall be comprised of representatives from the Office of Parks, the Office of Cultural Affairs, the Freedom Park Conservancy, the Department of Planning and the Office of Special Events.
- 4) The Public Art Permitting Committee is charged with the responsibility to:
  - a. Review proposals for Temporary Art Projects in Freedom Park
  - b. Review site specific projects with considerations for timing between events (minimum 3 weeks)
  - c. Review proper placement of projects and hazards specific to the park
  - d. Protect the infrastructure of the park
  - e. Ensure that public decency considerations are enforced
  - f. Provide technical advisement throughout the review and permitting process



## Rules and Regulations for Temporary Art Project Permit

*Your signature below verifies that the information provided in this application is accurate and complete, and that you understand and agree to comply with the rules, conditions and limitations contained in this permit application.*

1. The City of Atlanta operates a Temporary Art Project program to exhibit the work of a wide variety of artists and to make art accessible to all Atlanta citizens and visitors. A Temporary Art Project ("TAP") is the installation and exhibition of a piece of artwork ("Art") in a City-owned park for a limited period of time. In order to participate in the TAP program, the prospective participant must receive a TAP permit.
2. TAP permits are granted upon review by the Public Art Permitting Committee and approval by the Department of Parks, Recreation and Cultural Affairs ("DPRCA"). The committee's task is not to judge the aesthetic quality of the proposal but rather the site specific nature of the project. The committee's review will be based on maintenance requirements, placement, hazards, infrastructure, art criteria and standards of public decency. Sponsoring groups are responsible for curating to the standards of artistic merit.
3. No permit will be issued until a complete application, including site plan, required insurance and art proposal is received.
4. The permit entitles the holder to the use of the assigned area only. The permit holder accepts the park in its current, as is condition, and acknowledges that it is suited for the use intended by the permit holder. Electricity, additional water and restroom facilities are not provided.
5. The City shall have sole discretion as to whether to grant a TAP permit. If the permit is granted, the City shall have the sole discretion to determine the location where the Art will be located and the duration of the TAP.
6. The permit holder is responsible for all clean up, including removal of all trash, decorations, and other items brought into the park during events associated with the TAP. Normal routine maintenance of the park will be provided by the Office of Parks.
7. The permit holder shall be responsible for setting up and taking down the Art in the Park, and for transporting the Art to and from and within the Park. The City is not responsible for setting up, transporting, or taking down the Art, including any equipment associated therewith.
8. In the event that any portion of the Park, including without limitation the lawn, plants, walls, pavement or other infrastructure of the Park is damaged in association with a TAP, including without limitation the set up, transport, or take down of the Art, the permit holder is responsible for reimbursing the City for the cost of repairing the damage, or the cost of replacing the damaged item(s) if the City finds that replacement is necessary.
9. The permit holder is responsible for notifying the Public Art Program Manager (404-817-6815) immediately of any changes to the information provided or requests made in the application. DPRCA may not be able to honor last minute changes or requests.
10. **No heavy equipment, trucks or other motorized vehicles will be allowed on the turf in the Park without protective temporary surfacing. The temporary surfacing must be installed and approved by the DPRCA Commissioner or her/his designee prior to access.**
11. No glass containers are allowed in the park unless deemed essential to the TAP and safe for pedestrian traffic, as determined by the DPRCA Commissioner or her/his designee.
12. No selling of food or other items is allowed, and no alcoholic beverages are allowed except by City-issued permit.
13. No stake, post, pole or any other device may be driven into the ground and no hole may be dug without authorization from the DPRCA Commissioner or her/his designee.

14. No tents or canopies are allowed without authorization from the DPRCA Commissioner or her/his designee.
15. Absolutely no illegal substances are allowed on City property.
16. The City shall not be responsible for any damage to or destruction of the Art that arises from the TAP, including without limitation the transportation of the Art, set up or take down of the Art, or vandalism.
17. The permit holder must indemnify and hold harmless the City, its officers, agents and employees from any and all losses, expenses, damages, demands and claims against the City, its officials, agents and employees sustained or alleged to have been sustained in connection with or to have arisen out of the TAP, or the performance of any of the activities described in the TAP permit by the permit holder, her/his employees, volunteers, contractors or subcontractors, or of anyone else working at the direction of the permit holder.
18. The applicant by submission of this application warrants that the TAP and all accompanying art submissions will be unique and original and do not infringe upon any copyright or trademark.
19. The applicant agrees to procure and maintain during the entire time of this project general liability coverage in an amount no less than \$1,000,000. The policy will fully address the Art and TAP associated with this application and the City shall be added as an additional insured in each policy of general liability and property damage insurance. The applicant shall furnish to the City a certificate of insurance showing required coverage and will abide by all insurance requirements throughout the duration of the TAP, including without limitation the take down of the Art and the removal of the Art from the Park.
20. The permit holder shall have the sole responsibility for maintaining and repairing the Art. In the event that the City notifies the permit holder that the Art requires maintenance and/or repair, the permit holder must complete the repair and/or maintenance work within thirty (30) days of the City's notice. Should the permit holder fail to make such timely and complete repair and/or maintenance, the City, by and through the DPRCA Commissioner or her/his designee and at her/his sole discretion, may either remove the Art from the Park and dispose of the Art as it deems appropriate, or make the necessary repairs and/or maintenance. The permit holder shall reimburse the City for all costs associated with either action taken by the City within thirty days of receiving the City's invoice.
21. A TAP permit may be revoked or terminated if:
  - a. The applicant provides false information to the City
  - b. By reason of disaster, public calamity, riot or other emergency, the City determines that the safety of the public or property requires revocation.
  - c. The permit holder or participant artist violates a policy, provision, rule or regulation as set forth in the permit and/or permitting process.
  - d. The permit holder violates any law applicable to people and/or items located inside of the Park.
  - e. The permit holder transfers or attempts to transfer the privileges contained in the permit to another party.
22. Any person who attempts to participate in the TAP program without a permit shall be guilty of a misdemeanor, as provided by city ordinance.
23. The permit holder or his/her designee must be present on site with the TAP permit in his/her possession during the set-up and break-down of the Art and TAP-related special events. The permit holder must provide to the Public Art Manager or her/his designee the contact person's, (if other than the permit holder) name, phone number and location during set-up and break downs and special events so that the Public Art Manager may contact the permit holder at any time during the project.
24. Upon completion of the set up of the Art in the Park, the City shall have the right to move the Art to a different location of the Park at its sole cost and expense.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPLICATION CHECKLIST**

To apply for a Temporary Art Project Permit please send:

☐ **APPLICATION FORM**

☐ **BIOGRAPHICAL INFORMATION**

Information about you or your group; Resumes on the artist(s), and any additional support material that clearly defines the project.

☐ **LETTERS OF SUPPORT**

Letters of support are recommended from the Freedom Park Conservancy and Neighborhood Planning Unit Chairs but are not required. All references should be provided with names, addresses and telephone numbers.

☐ **SUPPORT MATERIAL**

A description of the proposal, a required site plan and visual representation of the art that is proposed for the park with dimensions and the required insurance carrier must be submitted to the attention of the Office of Cultural Affairs.

***The application and support material will be evaluated by a Public Art Permitting Committee. The completed application form must include the site plan with your application material. Please allow 45 days after the review panel meet for a response to your application.***



**Official Use Only**

Date Received \_\_\_\_\_  
Fax\_\_ Mail \_\_ Delivered \_\_\_\_\_  
Schedule clear \_\_\_\_\_  
Date \_\_\_\_\_

## 2007 Temporary Art Project Application

### City of Atlanta Office of Cultural Affairs

Public Art Program  
675 Ponce DeLeon Ave. NE, Atlanta, Georgia 30308  
404-817-6815 Fax 404-853-7201  
[www.oaatlantaga.com](http://www.oaatlantaga.com)

***A Temporary Art Project Application must be submitted at least 45 days before any planned Temporary Art Project. Freedom Park is designated exclusively for original public art. No commercial representation or endorsements shall be permitted for this venue. Please be aware that all park rules and guidelines are applicable unless otherwise stipulated in writing. Please visit <http://www.atlantaga.gov> Office of Parks for Park rules and guidelines.***

1. Today's date: \_\_\_\_\_
2. Name of project: \_\_\_\_\_
3. Date of project: \_\_\_\_\_ Type of project: \_\_\_\_\_
4. Installation time: \_\_\_\_\_ Installation Breakdown time: \_\_\_\_\_
5. Starting time: \_\_\_\_\_ Ending time: \_\_\_\_\_
6. Location of project in park: \_\_\_\_\_
7. Name of individual, organization or group: \_\_\_\_\_
8. Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_
9. Alternate contact: \_\_\_\_\_ Telephone: \_\_\_\_\_
10. Mailing Address: \_\_\_\_\_
11. City resident: Yes \_\_\_\_ No \_\_\_\_

## THE ART PROJECT

12. Describe details of the proposed project (number of artists, types of activities, equipment involved, description of the art installation, setup configuration) ***attach additional pages if necessary.***

13. How will the art installations be insured? Please list the insurance carrier.

14. Do you plan to have any banners or signs as part of your event?

Yes

No

***Note: No logos or commercial endorsements are allowed in the park as a condition of this permit unless stipulated in writing by the Commissioner of the Department of Parks, Recreation and Cultural Affairs. Indicate the location of all signs and banners on your site plan. The Office of Parks prohibits signs being attached to any trees, benches, light poles or any other park amenities.***

15. Do you plan to have amplified sound at your event?

Yes \_\_\_\_\_ No \_\_\_\_\_

16. Is the required site plan attached?

Yes \_\_\_\_\_ No \_\_\_\_\_

***An acceptable site plan is a reasonably accurate representation of where the Temporary Art Project will be held in a park. Site plans need not be to scale. Please see temporary art project site plan.***

17. How will you clean the area after your activity?

18. Are other utilities required for the installation? If so describe the exact utility, location, installation and removal

19. Additional applicant comments (if any):



# TEMPORARY ART PROJECT SITE PLAN

TO ALL APPLICANTS:

APPLICATIONS WITHOUT A SITE PLAN CANNOT BE PROCESSED.

YOU ARE RESPONSIBLE FOR ADHERING TO THE RULES AND REGULATIONS OF THIS APPLICATION.

Name of Art Project or activity: \_\_\_\_\_

Proposed

date: \_\_\_\_\_



Please indicate the proposed location of all installations, banners, etc. Make sure you show how these items will be placed in relation to existing elements in the park, such as structures, sidewalks, park roads, trees, planting beds, playgrounds, ball fields, etc. All details described in the application must be identified on this site plan. Failure to label street names and provide all necessary details on the site plan will constitute an incomplete site plan and may delay the permitting process.